

FAQ: NTT 3rd Year Review - Lecturers

Reference: CAS NTT Manual, Pages 12 – 14 (377-476)

Background Information

Evaluation Terminology - You will be evaluated as having met or not met the standards for review in the categories of teaching and service using the evaluative terms of *outstanding*, *excellent*, *very good*, *good*, *fair*, and *poor*.

Review Periods

- Teaching Portfolios - Covers the period since hire date thru fall 2021 (CY 2019 - CY 2021)
- Student Evaluations – Faculty Review Services (FRS) provides the last three calendar years (Semester hired 2019 - CY 2021)
- The rest of the dossier covers the period since the hire date except in cases when promotion credit has been granted. In this situation, candidates with promotion credit must submit all work done during the period for which promotion credit is given. For candidates with promotion credit, their teaching portfolios may include teaching elements from their previous institution.

NOTE: Promotion Credit (aka: Probationary Credit) is received for service at other institutions and may be applied towards a candidates' time in rank thus accelerating when they are eligible for consideration for promotion. Such credit for prior service shall be approved in writing by the president at the time of the initial appointment at the rank of lecturer, academic professional or higher.

Dossier Components

You may omit sections/categories that are not applicable.

Cover Page

The following format must be used:

- Name
- Department
- Date of GSU Appointment
- Number of Years of Credit for Prior Service
- Leaves of Absence (Descriptions and Purposes)
- Current Rank

Curriculum Vitae

Include a paginated copy of your curriculum vitae. Please consider adding a DOI/hyperlink to any publications included in the review period.

Summary of Essential Functions / Responsibilities

Provided to you by your chair, this document describes your primary responsibilities under the general categories of Teaching and Service.

NOTE: If this document has not been provided to you before the dossier due date, it will be added into your dossier by FRS.

Teaching Category

Statement of Teaching Interests, Goals and Qualifications

Briefly describe your educational philosophy and a set of goals and objectives in teaching and a list of courses and/or areas you believe that you are qualified to teach. Maximum: 3 typed, double-spaced pages.

List of Courses Taught During the Review Period

For this year, please include courses taught from semester hired 2019 - CY 2021.

- Using the format in Appendix A (see NTT manual), provide a list of courses taught during the review period.
- Provide a copy of the most recent syllabus used for each course taught during the review period. Only one syllabus for each different course is required.
- The development of new courses or significant revisions to existing courses should be noted in this section.
- Indicate if a course is part of a study abroad (SA), international student exchange program (ISEP), signature experience (SE), or field experience (FE) in the course Title field of the table.

IMPORTANT: Please refer to your department's manual to include any additional information they require. (e.g., DFW rates, etc.)

Teaching Funding

Describe all intramural and extramural funding of teaching initiatives.

Honors or Special Recognition for Teaching

Please list these items in a table.

Independent Studies, Practica, Honors Theses, Theses, and Dissertations

Please provide the student's name, project title and date completed.

Published Materials

This is a list of published textbooks and articles related to your teaching.

These materials may not include work in-progress or work submitted but not yet accepted for publication.

Documentation Requirements

Include DOIs or hyperlinks to your publications if available. Link examples include: publisher's web site, retail outlets, etc. If the DOI or hyperlink is unavailable, you should include PDFs of your articles, book chapters, books, reviews, etc.

Teaching Portfolio

You should include your teaching portfolios for the last three full calendar years. Your department's style of teaching portfolio is acceptable. *For this year, you will need portfolios from CY 2019 - CY 2021.*

Per the college's *Teaching Assessment Policy*, teaching portfolios should include the following for **each** required calendar year:

- List of all courses, independent studies, theses, etc. taught or directed during that calendar year.
- A selection of course materials from two courses – ideally one would be a specialty course and one a more general course. (Examples: syllabi, sample exams, projects, etc.)
- **Optional:** Brief narrative highlighting teaching successes, challenges and opportunities.

Additional Evidence of Teaching Effectiveness

You may include a list of other items not specified above and not required as part of your teaching portfolio. Such evidence may include, but is not limited to, peer evaluations, students' passing rates on licensure/certification examinations, use of technology for teaching, program accreditation review results, and student accomplishments.

Service Category

List and briefly describe objectives and contributions in the following service areas. Candidates are expected to address only those areas that apply.

Assigned Departmental Service Roles

Administrative roles or other service duties that are ongoing assignments (e.g., undergraduate director, program coordinator).

Teaching Service

Teaching service beyond the classroom. Examples include participating in developing teaching materials and curricula, organizing or presenting seminars on teaching methodology, supervising and/or mentoring faculty in the area of instruction.

Assistance to Colleagues

Guest-lecturing, mentoring, consulting about educational and teaching issues (e.g., curriculum development, mode of presentation, or assistance with new teaching technology), providing advice about or reviews of manuscripts or grant applications.

Contributions to your Department, the College, and University

Student advisement and mentoring, memberships on departmental/college/university committees, development of teaching and service programs.

Professional Service

Memberships in professional societies, advisory boards, etc.

Community & Public Service

Lectures, speeches, presentations, performances, short courses, assistance to governmental agencies.

NOTE: Candidates should neither solicit letters concerning their service nor include them in their dossier.

Research (Professional Development) Activities (if appropriate)

Please check your departmental guidelines to see if they specify whether a faculty member can provide information on these types of activities. Again, for more information, please refer to your department's NTT guidelines and the College's NTT manual, Page 14, Lines 471 - 476. And, by all means, please check with your chair.

Creating your Digital Dossier

First, save all pieces of your dossier as individual PDF files, and name them according to how you would like each document's bookmark label to appear in your combined PDF.

NOTE: Below is the general order of recommended content within your dossier.

- Cover Page
- CV
- Summary of Essential Functions/Responsibilities – provided by your Chair
- Teaching Category
 - 2-3 page statement describing your educational philosophy and a set of goals and objectives in teaching and student service projects, and a list of courses and/or areas you believe that you are qualified to teach.
 - Courses Taught during the Review Period (Appendix A- NTT Manual)
 - Student Evaluations for the review period – provided by Faculty Review Services
 - Teaching Funding
 - Honors or Special Recognition
 - Independent Studies
 - Published Materials
 - Teaching Portfolios CY 2019 – CY 2021
 - Digital Measures Annual Reports CY 2019 – CY 2021
 - Additional Evidence of Teaching Effectiveness
- Service Category CY 2019 – CY 2021
 - Assigned Service Roles
 - Teaching Service
 - Assistance to Colleagues
 - Contributions to Your Department
 - Professional Service
 - Community & Public Service
- Research Activities (if appropriate)

Second, if page numbers are not present in your original document, you should add page numbers to each PDF file.

To paginate a PDF: Open the PDF > Tools > Edit PDF > Header & Footer > Add > Decide location and click on that field > Insert Page Number > Page Range Options (choose page range) > OK > OK

Example: If your CV is 25 pages, number it 1 to 25. If your Teaching Statement is 3 pages, number it 1 to 3.

Third, Open Adobe Pro DC > Tools > Combine Files > Add files by uploading or drag & drop - re-order them as needed > Combine.

That's it! The file names you assigned become the bookmark names. These can be easily edited as needed. Your bookmarked dossier now makes it easy for reviewers to “toggle” between sections.